

# Request for Qualifications

To Provide

## ON-CALL ENGINEERING SERVICES FOR THE ROCKDALE COUNTY DEPARTMENT OF TRANSPORTATION

**RFQ #22-35**

Qualifications Due: Thursday, October 27, 2022, at 2:00 P.M., Local Time



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT DIVISION  
958 Milstead Avenue  
Conyers, GA 30012  
770-278-7552**

# REQUEST FOR QUALIFICATIONS

## On-Call Engineering Services for the Rockdale County Department of Transportation

### I. General Project Information

#### A. Overview

The Rockdale County Board of Commissioners is soliciting SOQs from qualified firm(s) or organization(s) to provide consultant services for **On-Call Engineering Services for the Department of Transportation in Rockdale County**.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the On-Call Engineering Services. Firms that respond to this RFQ, and are determined by Rockdale County to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. Rockdale County reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of the County.

#### B. **IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.**

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of RDOT including other employees in Rockdale County, except for the submission of questions as instructed in the RFQ, or with the contact designated in **RFQ Section VIII.C.**, or as provided by any existing work agreement(s). For violation of this provision, Rockdale County reserves the right to reject the submittal of the offending respondent.

#### C. **The Georgia Department of Transportation Board has adopted a 15% overall annual goal for DBE participation on all federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint-venture or mentor/protégé relationship.**

Georgia Department of Transportation will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the GDOT DBE Program please contact:

Georgia Department of Transportation  
 Equal Opportunity Division  
 One Georgia Center, 7<sup>th</sup> Floor  
 600 West Peachtree Street, NW  
 Atlanta, Georgia 30308  
 Phone: (404) 631-1972

#### D. Scope of Services

Under the terms of the resulting Agreement, the selected consultant will provide On-Call Engineering Services for RDOT Projects as needed. The anticipated scope of work for the on-call contract is included in **Exhibit I**.

#### E. Contract Term and Type

Rockdale County anticipates three (3) On-Call Indefinite Delivery, Indefinite Quantity contracts to be awarded to three (3) firms, for the on-call contracts identified. The County anticipates that the Payment Type may be Lump Sum, Cost Plus Fixed Fee, Cost per Unit of Work or Specific Rate of Compensation. As an On-Call Indefinite Delivery, Indefinite Quantity on-call contract, the Agreement will remain in effect for three (3) years, with the option to extend the contracts for up to a maximum of five (5) years.

## F. Contract Amount

The On-Call, Indefinite Delivery, Indefinite Quantity contract will have a minimum dollar amount of fifteen thousand dollars (\$15,000.00) and a maximum dollar amount of ten million dollars (\$10,000,000.00).

## II. Selection Method

### A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) and the Rockdale County website under **RFQ #22-35**. All firms are responsible for checking the GPR & the County website on a regular basis for updates, clarifications, and announcements. Rockdale County reserves the right to communicate via electronic mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

### B. Phase I - Selection of Finalists

Based on the Statements of Qualifications submitted in response to the projects/contracts listed in this RFQ, the Evaluation Committee will review the **Experience and Qualifications** and **Additional Resources and Challenges** listed in **Section IV. Selection Criteria for Phase I**. The Evaluation Committee will discuss the top submittals and the final rankings of the top submittals will be determined. From the final rankings of the top submittals, the Evaluation Committee will identify five (5) firms which will be shortlisted.

All firms must meet the minimum requirements as listed in **Section IV.A.** below.

### C. Finalist Notification for Phase II

Firms selected and shortlisted as finalists will receive notification and final instructions from Rockdale County Procurement Division regarding the **Phase II – Technical Approach** response.

### D. Phase II - Finalists Response on Technical Approach and Past Performance

Rockdale County will request a **Technical Approach** of the five (5) finalist firms for each on-call contract. Rockdale County reserves the right to request a presentation/interview on any on-call contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the Technical Approach due date. Any additional detailed Technical Approach instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Evaluation Committee will review the **Technical Approach** (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact, Meagan Porch.**

### E. Final Selection

Final selection will be determined by carrying the scores from **Phase I** forward for each Finalist and by evaluating the **Technical Approach** and **Past Performance** criteria for **Phase II**. The Evaluation Committee will discuss the Finalist's Phase II Responses and the final rankings will be determined.

Negotiations will then be initiated with the three (3) top-ranked firms to finalize the terms and conditions of the on-call contracts, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firms, Rockdale County will formally terminate the negotiations and possibly enter into negotiations with the next highest-ranking firm, and so on in turn until a mutual agreement is established with three (3) firms and the County awards the contracts. The final form of the contracts shall be developed by Rockdale County.

## III. Schedule of Events

The following Schedule of Events represents Rockdale County's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. Rockdale County reserves the right to adjust the Schedule as the County deems necessary.

PHASE I	DATE	TIME
a. Rockdale County issues public advertisement of <b>RFQ #22-35</b>	09/28/2022	-----
b. Deadline for submission of written questions and requests for clarification	10/20/2022	2:00 PM
c. Deadline for submission of Statements of Qualifications	10/27/2022	2:00 PM
PHASE II		
d. Rockdale County completes evaluation and issues notification and other information to finalist firms	TBD	
e. Deadline for submission of written questions from finalists	TBD	2:00 PM
f. Phase II Response of Finalist firms due	TBD	2:00 PM

#### IV. Selection Criteria for Phase I - Criteria for Evaluation of Statements of Qualifications

##### A. Area Class Requirements and Certification

Presented teams must be prequalified in the indicated Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in **Section VI.B.5.** below. All Submittals will be pre-screened to verify that the Prime consultant has the required Area Class(es) and that the overall team has the required Area Class(es). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

Each submittal will require a certification to allow the County to analyze risks in determining if any Firm should be ineligible for award. The certification shall cover a wide variety of information. Any firm which responds in any potentially concerning manner must provide additional information as directed herein for consideration by the County to determine if Firm is eligible for award.

##### B. Project Manager, Key Team Leader(s), Key Team Member, and Prime's Experience and Qualifications – 30%

The Evaluation Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of thirty percent (30%) of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

1. Project Manager's education, registration, relevant project management experience with on-call contracts and management of multiple projects, and experience in utilizing GDOT specific processes, manuals, or guidance.
2. Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
3. Key Team Member's education, registration, importance in the overall delivery of the project/contract, relevant technical experience and provide an expedited approach to delivery and quality of the projects/contract.
4. Prime Consultant's experience delivering on-call contracts, managing multiple projects of similar complexity, size, scope and function, and experience managing internal and sub-consultant resources to adequately staff projects on an as-needed basis.

##### C. Additional Resources and Challenges – 20%

The Evaluation Committee will evaluate all firms on their Additional Resources and approach to addressing region specific challenges which shall account for a total of twenty percent (20%) of the total evaluation. **The following criteria for scoring the Resources will be utilized to determine which firms are shortlisted:**

1. Identify and provide a brief description of additional resources, excluding the Project Manager, Key Team Leader(s) and Key Team Member, used to staff the on-call contracts.
2. Describe how the additional resources identified will help address the region-specific challenges.

## V. Selection Criteria for Phase II - Criteria for Evaluation of Technical Approach and Past Performance

### A. Technical Approach – 40%

The Evaluation Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty percent (40%). The Evaluation Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from Phase I will be carried forward and combined with the scores from the Phase II to determine the final ranking of Finalists**):

1. Technical approach to managing on-call contracts.
2. Technical approach to assigning and managing services performed by sub-consultants.
3. Technical approach to managing uncertain workload and staffing needs.
4. Provide any unique challenges of the project/contract and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
5. Provide any specific qualifications, skills, or knowledge of on-call contracts which may uniquely benefit the firm and project/contract.
6. Provide a narrative describing a resource adds value to the prosecution and progress of on-call contracts.

### B. Past Performance – 10%

The Evaluation Committee may consider information provided via references provided for relevant projects, knowledge any committee member has of performance on relevant projects, and performance evaluations or knowledge presented on GDOT and Rockdale County projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

## VI. Instructions for Content and Preparation of Statements of Qualifications – Phase I Response

The Statements of Qualifications submittal must be submitted in accordance with the instructions provided in Section VIII, and must be **organized, categorized using the same headings (in red), and numbered and lettered exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the Department to ensure compliance with the page limitations.**

**Cover page** – Each submittal must have a separate cover page for each copy of each submittal, and each must list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, County, and Description.

### A. Administrative Requirements

**It is required to submit the information below for each copy of each submittal. This is general information and will not be scored but may be used to determine eligibility for selection. Under Administrative Requirements section, only submit the information requested; additional information will be subject to disqualification of your firm.**

1. Basic company information:
  - a. Company name.
  - b. Company Headquarter Address.
  - c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the Department will direct all communications).
  - d. Company website (if available).
  - e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
  - f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
  - g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?

2. Certification Form - Complete the Certification Form (*Exhibit "II" enclosed with RFQ*) and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
3. Georgia Security and Immigration Compliance Act Affidavit – Complete the form (*Exhibit "III" enclosed with RFQ*) and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
4. Addenda - Signed cover page of any Addenda issued for the Prime **ONLY**.

## **B. Experience and Qualifications**

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
  - a. Education.
  - b. Registration (if necessary and applicable).
  - c. Relevant project management experience for on-call contracts or multiple projects of similar complexity, size, scope, and function, and experience managing internal and sub-consultant resources to staff projects on an as-needed basis.
  - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process (PDP), Design Policy, Environmental Procedures Manual, etc.).

**This information is limited to two (2) pages maximum.**

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Description in **Exhibit I, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
  - a. Education.
  - b. Registration (if necessary and applicable).
  - c. Relevant technical experience.
  - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key team leader's area.

**This information is limited to one (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.**

3. Key Team Member – Provide qualifications of one (1) key team member (defined as a team member not included as the Project Manager or a Key Team Leader whose qualifications the Prime firm would like to highlight as essential in the delivery of the proposed project/contract). For the Key Team Member identified provide:
  - a. Education.
  - b. Registration (if necessary and applicable).
  - d. Relevant technical experience.
  - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.
  - f. Narrative discussing why the inclusion of the Key Team Member is important in the overall delivery of the project/contract.

**This information is limited to one (1) page maximum.**

4. Prime Experience - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function, which demonstrate the firm's capabilities to provide services for Rockdale County. For each project, the following information should be provided:
  - a. Client name, project location and dates during which services were performed.
  - b. Description of overall project and services performed by your firm.
  - c. Duration of project services provided by your firm, and overall project budget.

- d. Experience delivering on-call contracts which shall also include managing multiple projects of similar complexity, size, scope, and function and managing internal and sub-consultant resources to adequately staff projects on an as-needed basis.
- e. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.).
- f. Client(s) current contact information including contact names, telephone numbers and e-mail address.
- g. Involvement of Key Team Leaders and Key Team Member on the projects.

**This information is limited to two (2) pages maximum.**

5. Area Class Summary Form and Notice of Professional Consultant Qualifications - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom the County will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant team members must meet the Area Class requirements listed in Exhibit I for each project on which they apply. In regard to the required Area Classes, for each project/contract on which they apply, respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all sub-consultants or joint venture of consultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification will expire prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by Rockdale County and attach after the Area Class summary form.**

**This information is limited to the one (1) page for the Area Class table (unless the project needs require an extensive list of area classes) and the required Notice of Professional Consultant Qualifications.** (The table may not be submitted on a 11" x 17" page).

### **C. Additional Resources and Challenges**

1. Organizational chart which identifies the project manager, prime, Key Team Leaders, Key Team Member, support personnel, and reporting structure. **The chart may not be submitted on a 11" x 17" page.** (Excluded from the page count)
2. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency. **This information to be included on the one (1) page with the Narrative on Additional Resource Areas.**
3. Narrative on Additional Resource Areas – Respondents are to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM, Key Team Leaders, and Key Team Member can deliver the project. Respondents may discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one (1) page allowed (combined for C.2 and C.3), will be subject to disqualification.**
4. Identify Additional Resources – Respondents are allowed one (1) page to provide information on additional resources, outside of the Project Manager, Key Team Leaders, and Key Team Member, providing a brief description of the resource and describe how the additional resources identified will help address region specific challenges. **Respondents submitting more than the one (1) page allowed will be subject to disqualification.**

**The information is limited to the organization chart (excluded from page count), [one (1) page of text to include both C.2. Primary Office and C.3. Narrative on Additional Resource Areas], and one (1) page of text for Identify Additional Resources.**

## **VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response**

The following information will only be requested of the shortlisted firms. The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (NOTE: Scores from Phase I will be carried forward to Phase II).

The Phase II response must be submitted in accordance with the instructions provided in Section IX, and must be **organized, categorized using the same headings (in red), and numbered and lettered** exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the Department to ensure compliance with the page limitations.

**Phase II Cover page** – Each submittal must have a separate cover page for each copy of the Phase II submittal, and each must indicate the response is for Phase II, list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, County, and Description.

### **A. Technical Approach**

Provide any unique technical approaches your firm offers relative to:

1. Managing on-call contracts.
2. Assigning and or managing services performed by sub-consultants.
3. Managing uncertain workload and staffing needs.
4. Any unique challenges of the on-call contract and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
5. Providing any specific qualifications, skills, knowledge of on-call contracts which may uniquely benefit the firm and on-call contract.
6. Provide a narrative describing a resource that adds value to the prosecution and progress of on-call contracts.

**This information will be limited to a maximum of four (4) pages.**

### **B. Past Performance**

**No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed as well as information on file with the County will be used to fulfill this requirement.**

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. The County will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes Rockdale County consultant performance ratings as well as knowledge that any member of the Evaluation Committee has pertaining to the past performance of the firm on any project.

## **VIII. Instructions for Submittal for Phase I - Statements of Qualifications**

- A. There is one (1) electronic version submittal, one (1) hard copy, and one (1) USB Flash Drive required. The Submittal must follow the format and meet the content requirements identified in **Section VI, entitled Instructions for Content and Preparation of Statements of Qualifications – Phase I Response**. See **Attachment 1** for a summary of how the submittals should be prepared.
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered; however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE: Additional pages other than what has been specified above in each section should not be included and will be grounds for disqualification.** Submittals are limited to the information requested in Section VI. Instructions for Content and Preparation of Statements of Qualifications - Phase I Response only. Hyperlinks or embedded video are not allowed.

Statements of Qualifications submittals must be a PDF document for each on-call contract. Each PDF document must follow the naming convention for electronic records as follows: the proposing firm's full legal name, RFQ#, RFQ Title and the specific contract number being submitted on. **To submit your Statement of Qualification, send it electronically by email to Meagan Porch at [Meagan.Porch@RockdaleCountyGA.Gov](mailto:Meagan.Porch@RockdaleCountyGA.Gov). Submit one (1) hard copy and one (1) USB Flash Drive to the Rockdale County Finance Department, Attn: Meagan Porch, 958 Milstead Avenue, Conyers, GA 30012.**

If a firm is responding to multiple contracts, each submittal must be e-mail and mailed separately using the naming convention for electronic records. Upon receipt of the electronic submittal, the Procurement Buyer, Meagan Porch, will send a generic receipt confirmation e-mail to the sender. However, this does not mean the submittal was received in the correct location/folder. This can only be assured by using/verifying the correct subject line is exactly as required. Upon successful receipt of the electronic submittal, the Procurement Buyer, Meagan Porch, will send a receipt confirmation e-mail to the sender. If you do not receive an email receipt confirmation for your submittal within one (1) hour of your submittal, please contact **Meagan Porch at (770) 278-7557 or Tina Malone at (770) 278-7552**. Statements of Qualifications **must be received by Rockdale County** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*).

**No submittals will be accepted after the time and date set for receipt.**

**Please check to ensure that the Subject line in the email you send to Meagan Porch at [Meagan.Porch@RockdaleCountyGA.Gov](mailto:Meagan.Porch@RockdaleCountyGA.Gov) matches the actual RFQ number you are submitting on. You must not add any additional information in the subject line when submitting electronically. Doing so will likely result in your submittal not being received in the correct location/folder. Rockdale County will not be responsible for any submittal(s) not received in the correct location/folder if instructions are not followed.**

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Rockdale County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Rockdale County. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until the final awards are made.

Rockdale County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

### **C. Questions and Requests for Clarification**

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to: **Meagan Porch, at [Meagan.Porch@RockdaleCountyGA.Gov](mailto:Meagan.Porch@RockdaleCountyGA.Gov)**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section III**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B**.

### **IX. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response**

**THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS. Final Instructions will be provided to the Finalists in the notification.**

**Please note that each on-call contract will follow an individual schedule which meets the availability of the Evaluation Committee. For this reason, the Notice to Selected Finalists and resulting Phase II responses may be on different schedules for each on-call contract.**

- A.** There is one (1) electronic version submittal, one (1) hard copy, and one (1) USB Flash Drive required. The Submittal must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions**

**for Preparing Technical Approach and Past Performance Response - Phase II Response.** See Attachment 1 for a summary of how the submittals should be prepared.

- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered; however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE:** Additional pages other than what has been specified above in each section **should not be included and will be grounds for disqualification.** Submittals are limited to the information requested in Section VII. Instructions for Preparing Technical Approach and Past Performance Response-Phase II Response only. Hyperlinks or embedded video are not allowed.

- C. Technical Approach submittal must be a PDF document for each project/contract. Each PDF document must follow the naming convention for electronic records as follows: the proposing firm's full legal name, RFQ#, RFQ Title and the specific project contract being submitted on. **To submit your Technical Approach, send it electronically by email to Meagan Porch at [Meagan.Porch@RockdaleCountyGA.Gov](mailto:Meagan.Porch@RockdaleCountyGA.Gov). Submit one (1) hard copy and one (1) USB Flash Drive to the Rockdale County Finance Department, Attn: Meagan Porch, 958 Milstead Avenue, Conyers, GA 30012.**

If a firm is responding to multiple contracts, each submittal must be e-mail and mailed separately using the naming convention for electronic records. Upon receipt of the electronic submittal, the Procurement Buyer, Meagan Porch, will send a generic receipt confirmation e-mail to the sender. However, this does not mean the submittal was received in the correct location/folder. This can only be assured by using/verifying the correct subject line is exactly as required. Upon successful receipt of the electronic submittal, the Procurement Buyer, Meagan Porch, will send a receipt confirmation e-mail to the sender. If you do not receive an email receipt confirmation for your submittal within one (1) hour of your submittal, please contact **Meagan Porch at (770) 278-7557 or Tina Malone at (770) 278-7552.** The Technical Approach **must be received by Rockdale County** prior to the deadline indicated in Notice to Selected Finalists.

**No submittals will be accepted after the time and date set for receipt.**

**Please check to ensure that the Subject line in the email you send to Meagan Porch at [Meagan.Porch@RockdaleCountyGA.Gov](mailto:Meagan.Porch@RockdaleCountyGA.Gov) matches the actual RFQ number you are submitting on. You must not add any additional information in the subject line when submitting electronically. Doing so will likely result in your submittal not being received in the correct location/folder. Rockdale County will not be responsible for any submittal(s) not received in the correct location/folder if instructions are not followed.**

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Rockdale County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Rockdale County. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until the final awards are made.

Rockdale County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

#### **D. Questions and Requests for Clarification**

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: **Meagan Porch at [Meagan.Porch@RockdaleCountyGA.Gov](mailto:Meagan.Porch@RockdaleCountyGA.Gov).** The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Selected Finalists. From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

## **X. Rockdale County Terms and Conditions**

### **A. Statement of Agreement**

With the submission of a SOQ, the respondent agrees that he/she has carefully examined the Request for Qualifications and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Qualifications with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the SOQ will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications, and requirements in the therein. With submission of a SOQ, the respondent hereby certifies: (a) that this SOQ is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere SOQ; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a SOQ.

The respondent also understands that failure to provide required information may result in disqualification. Failure to provide administrative information may not result in disqualification. At the County's discretion, the County may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the County will allow a respondent to provide an update to the administrative information. However, the exception to this is the provision of the required **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**, which by Georgia Law requires disqualification of the response. The above changes mentioned to administrative information would be considered allowable as these would be limited to changes which **do not** affect the information which the evaluators use to score the respondents. Failure of a respondent to provide the specific administrative information as required in the notice will result in disqualification. Any respondent who provides changes in addition to the information requested in the notice shall be subject to disqualification. Failure of a respondent's SOQ to provide any information pertaining to a respondent and its teams qualifications, of any type, will subject the SOQ to disqualification. The Department will not allow updates to qualifications to be provided to avoid disqualification as this would allow a respondent to modify its SOQ and alter the information which evaluators would score. The above changes related to qualifications would not be allowable as these would allow changes which **do** affect the information which the evaluators use to score the respondents SOQ.

### **B. Joint-Venture Proposals, Sub-Consultants, and Vendors**

Rockdale County does not generally desire to enter "joint-venture" agreements with multiple firms. In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm propose and maintain status as the Program Management firm with the remaining firms participating as major firms. Any joint venture, proposed and established as a separate business entity, should have its own set of books and supporting documentation sufficient for an audit trail. Transactions should be recorded consistent with the joint-venture agreement, and care must be taken to ensure that the joint-venture bears its equitable share of the costs. Therefore, "unpopulated joint-ventures" would not have an adequate accounting system suitable for cost reimbursement contracts.

However more traditional "populated joint-ventures" are welcomed. A populated joint-venture is where an alliance is brought to life by infusing it with working capital, employees, and control systems. The alliance implements all necessary business systems, including payroll processing, purchasing, property control, etc. The alliance will develop its own indirect rate structure and calculates its own indirect cost rates, based on the direct and indirect costs it incurs.

Sub-Consultants shall generally be considered any team member which is performing any service which typically requires prequalification, which is subject to the Audit and Accounting System Requirements, and whose services are billed as costs. Sub-Consultant Team Members must be written into the resulting Agreement and are subject to all terms and conditions in the Agreement. Vendors shall be considered any team member which is performing any service which typically does not require prequalification, which is not subject to the Audit and Accounting System Requirements, and whose services are billed as direct expenses. Vendors may not be written into the resulting Agreement and may not be subject to all terms and conditions in the Agreement.

### **C. Non-Discrimination and DBE Requirements**

Rockdale County in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

**Rockdale County has not adopted a participation on all federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint-venture or mentor/ protégé relationship.**

Rockdale County will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the GDOT DBE Program please contact:

Georgia Department of Transportation  
Equal Opportunity Division  
One Georgia Center, 7<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308  
Phone: (404) 631-1972

#### **D. Audit and Accounting System Requirements**

Rockdale County reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with Rockdale County that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

#### **E. Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. Rockdale County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the County. Labeling information provided in submittals as "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

#### **F. Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the County and does not obligate the County to procure or contract for any services. Neither the County nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the County and a respondent containing such terms and conditions as are negotiated between those parties. The County reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in responses. Upon review of responses, the County will determine the respondent(s) proposal that in the sole judgment of the County is in the best interest of the County (if any is so determined), with respect to the evaluation criteria stated

herein. The County then intends to conduct negotiations with such respondent(s) to determine if acceptable contracts may be reached.

**G. Debriefings**

In lieu of Post-Award debriefings, Rockdale County's will provide the "Selection Package" at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The "Selection Package" will include the scores of phases for all firms who responded and will typically be provided as a PDF file and e-mailed.

**H. Right to Cancel or Change RFQ**

Rockdale County reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the County to do so. Rockdale County reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the Georgia Procurement Registry and the Rockdale County website for any revisions to this RFQ.

**I. Substitutions, Alternates, Exceptions, and Extensions**

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for an award.

**J. GDOT Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts**

Pursuant to GDOT Policy 3A-17, any GDOT employee who leaves the employment of the Department and subsequently becomes employed with a consultant firm and whose duties while employed with the Department included the direct involvement with the negotiation, administration, or management of a contract in which the firm is either the primary consultant or a sub-consultant **SHALL NOT** be authorized to work on that contract as an employee of that firm for a period of one (1) year after their employment ends.

Additionally, on July 1<sup>st</sup> of each year, any consultant firm that is under contract with the Department as a prime or sub consultant shall provide to the Department's Chief Procurement Officer (CPO) a current list of all former Department employees employed by the firm and a document that certifies the responsibilities of those employees as it relates to the current contracts with the Department. This certification document shall attest to the fact that over the last year no former Department employee that is employed by their firm has worked on a contract between the Department and their firm where that employee, when employed by the Department, had direct involvement with the selection, award and/or administration of the consultant contract. Any consultant firm entering into a contract with the Department for the first time as a prime or sub consultant shall provide the initial required list of former Department employees and certification prior to the contract effective date. If the Department's CPO determines at any point during a contract that an actual conflict exists as it relates to the above paragraph, then the CPO shall have the authority to issue a stop work order on that contract.

**EXHIBIT I-1**

## Project/Contract

1. Project Number(s): N/A
2. PI Number(s): N/A
3. Counties: Rockdale County, GA
4. Description: On-Call Engineering Services
5. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Rockdale County will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

- A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Rural Roadway Design
3.02	Urban Roadway Design
3.03	Complex Urban Roadway Design

- B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA Documentation
1.06(b)	History
1.06(c)	Air Studies
1.06(d)	Noise Studies
1.06(e)	Ecology
1.06(f)	Archaeology
1.06(g)	Freshwater Aquatic Surveys
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)
1.09	Location Studies
1.10	Traffic Projections
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation
3.10	Utility Coordination
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Bicycle and Pedestrian Facility Design
3.14	Historic Rehabilitation
3.15	Highway Lighting and Outdoor Lighting
4.01(a)	Minor Bridge Design
<b>OR</b>	
4.01(b)	Minor Bridge Design - CONDITIONAL
4.02	Major Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04(b)	Aerial Photography/Unmanned Aircraft System (Concept Grade)

5.04(c)	Aerial Photography/Unmanned Aircraft System (Design Grade)
5.06(b)	Topographic Remote Sensing (Unmanned Aircraft System LIDAR) (Design Grade)
5.06(d)	Topographic Remote Sensing (Sonar)
5.07	Cartography
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.01(b)	Geological and Geophysical Studies
6.02	Bridge Foundation Studies
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan (ESPCP) Preparation

## 6. Scope:

The Consultant shall provide:

Under the terms of this Agreement, the selected consultant will provide general services for Architectural and Engineering (A&E) Design and to support other engineering services for the Department under limited supervision and on an "On Call" basis in Rockdale County. The Scope of Services for the various Task Orders may include, but are not limited to the following items:

### A. Preparation of Project concepts, alternatives, and reports:

- 1) Development/Verification of Project Logical Termini.
- 2) Define Concept.
- 3) Review Environmentally Sensitive Areas (ESAs).

### B. Preparation of public hearing and/or public information meeting displays and materials:

- 1) Research property boundaries.
- 2) Research property owner names.
- 3) Public Involvement activities.

### C. Preparation of mapping and property database including:

- 1) Aerial photography.
- 2) Field survey.
- 3) Cartography.
- 4) Digital Terrain Models (DTM).
- 5) Location of utilities.
- 6) Production of existing Right-of-Way (ROW) and property line map and processing of field enhancements for map models.

### D. Hydrologic and hydraulic analysis and design of hydraulic systems:

### E. Development of Environmental documents.

### F. Preliminary Roadway design and plans:

- 1) Constructability review.
- 2) Establish Design data.

### G. Preliminary Bridge design and plans:

- 1) Research existing bridge.
- 2) Develop Preliminary layout.

H. Right-of-Way Plans:

- 1) Define parcels.
- 2) Calculate takes and remainders.

I. Field stakeout.

J. Miscellaneous engineering designs and plans including:

- 1) Capacity analysis.
- 2) Traffic counts.
- 3) Traffic engineering studies.
- 4) Intelligent Transportation System (ITS) design.
- 5) Signing and Marking plans.
- 6) Traffic signal plans.
- 7) Erosion, Sedimentation and Pollution Control and plan preparation.
- 8) Municipal Separate Storm Sewer System (MS4) studies and design.
- 9) Utility plans.
- 10) Lighting plans.
- 11) Stage construction and maintenance of traffic plans.
- 12) Landscaping plans.
- 13) Wetland mitigation plans.

K. Final Roadway Design and Plans:

- 1) Final design.
- 2) Summarize quantities.
- 3) QC/QA plans.

L. Final Bridge design and plans:

- 1) Finalize bridge design.
- 2) Summarize quantities.

M. Geotechnical services:

- 1) Soil surveys.
- 2) Borings.
- 3) Bridge Foundation Investigation (BFI) reports.
- 4) Retaining Wall Foundation Investigation (WFI) reports.
- 5) Existing pavement evaluations.

N. Letting and Construction Services:

- 1) Revisions, amendments, and responses to contractor questions.
- 2) Shop drawings.

O. Preparation of supplemental specifications and special provisions:

P. Cost estimating including the development and maintenance of Cost Estimate System (CES) estimate in concept, design, and Letting for Construction.

Q. Subsurface Utility Engineering (SUE).

R. Roundabouts to include:

- 1) Peer reviews of engineering studies, concept designs and/or construction plans.
- 2) Preparation of engineering studies, concept designs and/or construction plans.

3) Performance of post construction operational studies.

S. Bridge/Lighting shop drawing reviews.

7. Related Key Team Leaders:

- A. Roadway Design Lead
- B. Bridge Design Lead
- C. Environmental Lead
- D. Survey Lead
- E. SUE Lead
- F. Geotechnical Lead
- G. Traffic Engineer Lead

**EXHIBIT II**  
**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

**Initial each box below indicating certification.** The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. The Department will review and make a determination as to whether or not the firm shall be considered further or disqualified).

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.

I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.

I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five (5) years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

- I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:
- I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
  - II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
  - III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
  - IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that GDOT may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the GDOT to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Consultant's Name:	
Address:	
Solicitation No./Contract No.:	<b>RFQ #22-35</b>
Solicitation/Contract Name:	<b>On-Call Engineering Services for the Rockdale County Department of Transportation</b>

CONSULTANT AFFIDAVIT

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of Rockdale County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Consultant will continue to use the federal work authorization program throughout the contract period and the undersigned Consultant will contract for the physical performance of services in satisfaction of such contract only with sub-consultants who present an affidavit to the Consultant with the information required by O.C.G.A. § 13-10-91(b). Consultant hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number  
(EEV/E-Verify Company Identification Number)

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Consultant

**I hereby declare under penalty of perjury that the foregoing is true and correct**

\_\_\_\_\_  
Printed Name (of Authorized Officer or Agent of Consultant)

\_\_\_\_\_  
Title (of Authorized Officer or Agent of Consultant)

\_\_\_\_\_  
Signature (of Authorized Officer or Agent)

\_\_\_\_\_  
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_

[NOTARY SEAL]

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_





ATTACHMENT 1

Submittal Formats for On-Call Engineering Services for the Rockdale County Department of Transportation

	# of Pages Allowed
Cover Page	-> 1
<b>A. Administrative Requirements</b>	
1. Basic Company Information	
a. Company name	
b. Company Headquarter Address	
c. Contact Information	Excluded
d. Company Website	
e. Georgia Addresses	
f. Staff	
g. Ownership	
2. Notarized Certification Form (Exhibit II) for Prime	-> 1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	-> 1
4. Signed Cover Page of any Addenda Issued	-> 1 (each addenda)
<b>B. Experience and Qualifications</b>	
1. Project Manager	
a. Education	
b. Registration	2
c. Relevant project management experience for on-call contracts	
d. Relevant experience using GDOT specific processes, etc.	
2. Key Team Leader Experience	
a. Education	
b. Registration	1 (each)
c. Relevant technical experience	
d. Relevant experience using GDOT specific processes, etc.	
3. Key Team Member Experience	
a. Education	
b. Registration	1
c. Relevant technical experience	
d. Relevant experience using GDOT specific processes, etc.	
e. Narrative	
4. Prime Experience	
a. Client name, project location, and dates	
b. Description of overall project and services performed	
c. Duration of project services provided	
d. Experience delivery on-call contracts	2
e. Experience using GDOT specific processes, etc.	
f. Clients current contract information	
g. Involvement of Project Manager, Key Team Leaders, and Key Team Member	
5. Area Class Table and Notice of Professional Consultants for Prime and Sub-Consultants	-> Excluded
<b>C. Additional Resources and Challenges</b>	
1. Organization chart	-> Excluded
2. Primary office to handle project and staff description of office and benefits of office	
3. Narrative on Additional Resource Areas and Ability	1
4. Identify additional resources	1

# ADDENDA ACKNOWLEDGEMENT FORM

## RFQ #22-35

Instructions: Complete the table below, if applicable.

### Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a proposal.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		